

## *Terms and conditions*

*Trademarks, names, logos and service marks (collectively "trademarks") displayed on this website are trademarks of Archa Bellus Design. Nothing contained on this website should be construed as granting any licence or right to use any trade mark without the prior written permission of Archa Bellus Design. All designs are copyright.*

*All of our stationery is handmade therefore slight variations may occur between items and samples previously ordered.*

*All prices are subject to change without prior notice. Any price increase will not affect confirmed orders.*

*For personalized orders we will produce proof copies of all printed text. These are normally emailed to client. (Quality will be lost via this method but the layout and spellings can still be approved). Please inform us if you require a paper proof. Please note that we do not charge for producing proofs unless order is cancelled prior to printing.*

*Proof reading is the responsibility of the client. We require written confirmation either by letter or e-mail that the proof is fine or that amendments are required. We will not commence printing until the client confirms that all is okay and we have the go ahead. Please note that e-mail confirmations are dated and filed.*

*Any amendments that the client requires after printing has commenced will result in an additional charge. Any errors on the part of Archa Bellus Design will be rectified at our cost. We may require that any stationery*

*in question be returned to us together with a written note of any faults or damage (postage will be reimbursed to the customer only where the fault lies with Archa Bellus Design). Stationery may be replaced or rectified as necessary based on an individual basis (see note below).*

*Proof reading is the responsibility of the client. We accept no responsibility for incorrect personalised stationery due to signed proofs not being correctly checked.*

*It is the client's responsibility to gain copyright for any hymns and readings to be used in your order of services.*

*Once we have received your confirmation for your invitations, production will begin, this is guaranteed by your 50% deposit which is non – refundable.*

*Once your full balance has been paid, work will begin on the outstanding items of your order and all funds after this point will be non – refundable. Balance is due before the finished order is despatched.*

*All stationery orders within the UK will be sent via Royal Mail recorded delivery or via a courier. A signature will be required to confirm receipt of delivery. We accept no responsibility for orders lost in transit.*

*In the unlikely event of a complaint about our stationery you must notify us in writing within 7 days.*

*In the event of cancellation we have the right to collect the remaining*

*balance for all work already undertaken.*

*Stationery items will bear the name Archa Bellus Design and website address on the back (excluding place cards).*

*These cards are not toys. Due to the use of small embellishments, which can easily be removed, cards should be kept out of the reach of babies and small children.*